

11 February 1960

Director of Training

Chief, Records Management Staff, Management Staff

Success of Filing Workshops

1. Someone once said, "I don't mind learning, but I dislike being taught." I think that the real difference is that in learning there is a purpose.

2. The success of the three filing workshops conducted from October through December last year certainly indicates that the 126 people who attended indeed had a purpose, and also enjoyed learning.

3. You may be interested, for instance, that the Records Management Officer for WH Division attended the Workshop. As a result, he called on us for assistance in installing the Agency filing system in PF Staff, and he intends to extend the system to other areas of the WH Division. In other offices, too, there are indications of increased interest, not only in filing systems, but in the broader field of records management. The workshops unquestionably furthered this interest.

4. I therefore wish to express my appreciation for the contributions your people made toward the success of these workshops--to [redacted] who were particularly helpful in announcing the workshops and registering the students; to [redacted] who arranged their time to open the workshops; to [redacted] who good naturedly and efficiently handled administrative details; and to [redacted] who, as the attached program reflects, played a major role in the actual conduct of the workshops.

5. It was a real inspiration and a pleasure for the members of my staff to work with your people.

Mgt/S/RMS

fms (10 Feb 1960)

Enclosure

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